

Office of Public Instruction
PO Box 202501, Helena MT 59620-2501
Personnel Office, 1227 11th Avenue, Helena, (406) 444-2673
Internal/External Job Vacancy Announcement

TITLE: School Improvement Compliance Specialist
GRADE: 16
STATUS: Permanent, Full-Time
SALARY: \$35,282-\$43,033 DOQ
CLOSING DATE: June 2, 2006
APPLICATION SUPPLEMENT REQUIRED: Yes

POSITION NO: 351-00646
DEPARTMENT: Education Services
DIVISION: Special Education
LOCATION: 1300 11th Avenue, Helena, Montana
UNION: MPEA

APPLICANTS: An electronic copy of the State of Montana Employment Application may be obtained from <http://www.mt.gov/statejobs/application.asp>

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PLEASE POST: The Office of Public Instruction is recruiting for a School Improvement Compliance Specialist. Applicants may apply by completing a state application form. If accommodation for a disability is needed during the application or examination process, contact the recruiter identified or OPI Personnel Office.

GENERAL DESCRIPTION OF DUTIES: This position is responsible for implementing procedural compliance and focused intervention reviews of local educational agencies; assisting in the design and implementation of the continuous improvement monitoring process of local education agencies(LEAs) providing special education and related services to students with disabilities; training personnel and serving as the lead monitor for monitoring teams to conduct continuous improvement monitoring to ensure LEA compliance with federal and state requirements; responding to requests and advising parents, school personnel, consumers and others from the general public in regard to special education laws, rules and practices at state and local levels; and working in coordination with other OPI projects and staff to ensure program effectiveness. The individual provides and assists in the organization and delivery of staff development programs based on compliance findings and LEA improvement plans for school district personnel; and participates in the research, design and development of technical assistance documents to assist LEAs, parents and others in understanding IDEA requirements. The individual works in collaboration with other school improvement/monitoring specialists and under the supervision of a Monitoring Unit manager

GENERAL QUALIFICATIONS: Substantial knowledge of education laws, rules and regulations and the ability to apply them to the collection, analysis and evaluation of school improvement activities and the determination of compliance and program effectiveness. Considerable and thorough knowledge is required of the theories, principles and practices of education and programs, policy, rules and regulations governing the specific programs, demonstrated skills, and knowledge of IDEA 2004.

Knowledge and experience in providing professional development, high level of skills in oral and written communication, ability to establish and maintain working relationships with co-workers, technical personnel, diverse groups of professionals, and the public and experience in working as a team leader.

"It is our mission to advocate, communicate, educate and be accountable to those we serve."

EDUCATION AND EXPERIENCE: The knowledge, skills and abilities required to perform the duties of this position can be acquired through a master's degree in education and two years experience or an equivalent combination of education and experience in educational learning through an application of educational leadership, professional development, research, design, and practice, curriculum and classroom assessment development, instructional practices, or related areas. Experience and knowledge of school leadership, structure and programs and experience in the field of special education are desirable.

APPLICATION AND SELECTION PROCESS: Procedures used in evaluating an applicant's qualifications the Montana State Application Form, an application supplement, a structured oral interview and reference checks.

All applicants must submit a completed and signed State of Montana Application Form and a completed application supplement. Applications will be rejected if the application supplement and the completed State Application Form are not submitted by the deadline. All applicants selected for interview who have claimed preference must provide verification of eligibility at the time of the oral interview.

The Office of Public Instruction is an equal opportunity employer.

A State Application Form and application supplement are available from the Office of Public Instruction's personnel office or your local Job Service. Inquiries concerning this position may be directed to the Personnel Office of the Office of Public Instruction at (406) 444-2673.

Application Supplement: PN #351-00646

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material. Therefore, it is important to provide specific information regarding names of employers, dates, job titles, etc. **In order to receive full credit, you must express yourself fully and completely.** Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement. Avoid words such as assist, process, handle, etc., which do not clearly describe your responsibilities.

Please answer the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Responses should be clear and concise and specifically address each supplemental question. Please type and number your responses for each of the questions. Do not substitute a resume or any other material for your responses. The combination of information on the employment application and this supplement will be used to evaluate how each applicant meets the requirements for this position and who will be interviewed. Your written communication skills will also be appraised. Your responses to these questions will be evaluated on their own merit, without referring to the rest of your application. If the supplemental questions ask about your experience, please provide the information requested even if it duplicates what you've provided in your application.

Supplemental Questions:

- 1. Describe your work experience in the application of regulatory requirements. Identify your role and level of responsibility and your immediate supervisor for each of your work experiences.**
- 2. Provide a description of your educational background and work experiences and explain why you are best suited for this position.**
- 3. Describe your experience and skill level (beginner, intermediate, advanced) in the use of MS Word, Excel and other software.**